



Department of  
Workforce Services

# Salt Lake Job-Readiness May Workshops

## ➤ DWS - Metro Office

**720 S. 200 E., Salt Lake City**

Workshops are offered to YOU at **NO COST!**

Arrive 10 minutes early; Latecomers will need to reschedule.



### Budgeting

9<sup>th</sup> 1 – 3:30 p.m.

### Skills ID

7<sup>th</sup> 1 – 3:30 p.m.

### Resume Writing

1<sup>st</sup> 1 – 3:30 p.m.

2<sup>nd</sup> 9 – 11:30 a.m.

3<sup>rd</sup> 1 – 3:30 p.m.

8<sup>th</sup> 9 – 11:30 a.m.

10<sup>th</sup> 9 – 11:30 a.m.

22<sup>nd</sup> 1 – 3:30 p.m.

23<sup>rd</sup> 9 – 11:30 a.m.

24<sup>th</sup> 1 – 3:30 p.m.

29<sup>th</sup> 9 – 11:30 a.m.

30<sup>th</sup> 1 – 3:30 p.m.

31<sup>st</sup> 9 – 11:30 a.m.

### Resume Lab *\*(pre-requisite)*

4<sup>th</sup> 9 – 11:30 a.m.

18<sup>th</sup> 9 – 11:30 a.m.

### Interviewing

1<sup>st</sup> 9 – 11:30 a.m.

2<sup>nd</sup> 1 – 3:30 p.m.

3<sup>rd</sup> 9 – 11:30 a.m.

8<sup>th</sup> 1 – 3:30 p.m.

9<sup>th</sup> 9 – 11:30 a.m.

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29<sup>th</sup> 1 – 3:30 p.m.

30<sup>th</sup> 9 – 11:30 a.m.

31<sup>st</sup> 1 – 3:30 p.m.

### Interview Lab *\*(pre-requisite)*

11<sup>th</sup> 9 – 11:30 a.m.

25<sup>th</sup> 9 – 11:30 a.m.

### Job Searching With Technology

7<sup>th</sup> 9 – 11:30 a.m.

### Networking

21<sup>st</sup> 9 – 11:30 a.m.

### Personal Branding For Success

21<sup>st</sup> 1 – 3:30 p.m.

**Purpose:** To provide quality workshops, presented by trained professionals, which provide up-to-date job seeking techniques that will prepare you to compete in a competitive job market.

### Budgeting & Rebuilding Your Finances:

*Presented by: **Mtn America Credit Union**.* Learn basic budgeting and managing your finances. Topics include: budgeting, repaying debt, building credit and saving.

### Skills Identification: *(\* Prerequisite: a [jobs.utah.gov](http://jobs.utah.gov) registration)*

Use online assessment tools to discover your transferrable skills & interests that can be used in all aspects of career management

### Resume Writing: Learn modern methods of developing an effective resume that will get you the interview!

- **Resume Lab (2.5/hr):** *\*Prerequisite – must have taken Resume Writing workshop. (1<sup>st</sup> come/ 1<sup>st</sup> serve basis - refer to dates).*

### Interviewing Skills: Strategize ways to gain an EDGE in the interview process.

Learn strategies to confidently complete an interview.

- **Interview Lab (2.5/hr):** *\*Prerequisite – must have taken Interview workshop. (1<sup>st</sup> come/ 1<sup>st</sup> serve basis - refer to dates).*

### Job Searching With Technology: (Prerequisite: Computer skills AND an active [jobs.utah.gov](http://jobs.utah.gov) registration). Learn advanced job search techniques. Find the best commercial job sites, publish resumes online, and research companies.

### Networking Strategies: Tap into your “circle of influence.” Learn how to design/implement a networking plan.

### Personal Branding For Professional Success: Learn how to market effectively to employers through image management. Complete career-fit assessments, develop marketing messages and understand the benefits of role models.

## Register TODAY!

**Call:** 1-801-468-0132 or  
**Email:** [workshop@utah.gov](mailto:workshop@utah.gov) or  
**Register online:** [jobs.utah.gov](http://jobs.utah.gov)

Please provide:  
your name, phone #,  
workshop title and date